



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

AirStaO 12713.3B
G1H6
23 Jul 03

AIR STATION ORDER 12713.3B

From: Commanding General, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: EQUAL EMPLOYMENT OPPORTUNITY (EEO) AWARDS RECOGNITION
PROGRAM

Ref: (a) 29 C.F.R. 1614 (NOTAL)
(b) SECNAVINST 12720.5A (NOTAL)

Encl: (1) Awards Recognition Procedures
(2) Sample Nomination Format

1. Situation. To implement programs that provide for the recognition of employees, supervisors, managers, and units that have demonstrated superior accomplishments in EEO, as required by the references.

2. Cancellation. AirStaO 12713.3A.

3. Mission. To solicit nominations for individuals (supervisory and non-supervisory) and units that demonstrate exemplary accomplishments in advancing the goal of fair treatment for employees/applicants, without regard to race, color, national origin, sex, age, religion, or disability, in all personnel practices and decisions.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Directorates, Department Heads, supervisors, managers, and employees will submit nominations for eligible persons noted in paragraph 3 above, whose contributions to the advancement of equal employment opportunity are worthy of recognition.

(2) Concept of Operations

(a) Those eligible for nomination include civilian employees, supervisors and/or managers, and military supervisors

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and/or managers of civilian employees aboard MCAS Cherry Point or Halyburton Naval Hospital, whose contributions are worthy of recognition. Nominations may be submitted for anyone within the command who has completed at least 1 year of federal service at the time of nomination.

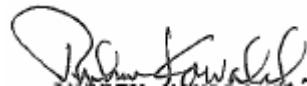
(b) Follow the procedures outlined in enclosure (1), and the format set forth in enclosure (2) when submitting nominations.

5. Administration and Logistics. The CG, 2d MAW, and the CO, NAVHOSP concur with this Order insofar as it pertains to members of their command.

6. Command and Signal

a. Signal. This Order is effective the date signed.

b. Command. This Order is not applicable to the Marine Corps Reserve.

A handwritten signature in dark ink, appearing to read "Andrew Kowalski", is positioned above the printed name.

ANDREW KOWALSKI
By direction

DISTRIBUTION: A

AWARDS RECOGNITION PROCEDURES

1. Nominations will be solicited for the following five categories to recognize persons who have demonstrated and/or achieved tangible results, during the past 12 months, as described below:

a. Supervisor/Manager. Superior accomplishments in at least two of the following areas:

(1) Motivating employee's through direct encouragement and assistance, to develop their full potential and utilize their skills to the maximum extent.

(2) Achieving effective employee utilization.

(3) Demonstrating sensitive treatment of all employees.

(4) Participating in community activities that have a positive impact on the achievement of EEO objectives.

b. Non-Supervisory. Awards in this category are given to employees who demonstrate excellence in fostering EEO objectives through on-the-job and/or community activity. This may include, but is not limited to, the following:

(1) Providing outstanding contributions to economic opportunity programs or adult work experience programs.

(2) Working on a voluntary basis providing education and training to disadvantaged youths and/or adults.

(3) Promoting EEO objectives in the work environment through active participation in EEO programs, assisting coworkers, promoting teamwork, and /or encouraging self-development.

(4) Participating in community and volunteer programs may establish a basis for recognition, to the extent their goals are compatible with EEO objectives.

c. Unit. This includes groups of persons such as work

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units (departments, divisions, shops, etc.), EEO special event committees, etc. that support EEO program objectives or excel in fostering a positive EEO work environment. Activities that demonstrate outstanding support include, but are not limited to:

(1) Providing outstanding leadership and fully participating on committees within the work environment or in the community, that foster accomplishment of EEO objectives.

(2) Achieving outstanding success working with diverse work populations, participating in self-development, and fostering employment opportunities for women, minorities, and/or the disabled.

(3) Providing group support of EEO objectives.

d. Employee of the Year with a Disability. One award in this category. All civilian employees, supervisory or non-supervisory, will be considered. Superior accomplishments in at least two of the following areas:

(1) Demonstrating superior work performance that exceeds position requirements.

(2) Perseverance and initiative in overcoming their disability that serves as an inspiration to others.

(3) Participating in community and volunteer programs to promote EEO objectives and understanding of those with a disability.

e. EEO Advisory Committee Member. Recognition in this category is given to former and current EEO Advisory Committee members whose efforts contributed significantly to EEO program accomplishments by their continued dedication and support. This may include, but is not limited to, the following:

(1) Promoting teamwork, serving on subcommittees or ad hoc committees, assisting in the identification of program areas that need improvement, and preparing position papers for presentation to management on ways to achieve EEO program objectives.

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(2) Supporting EEO program activities through regular attendance at meeting and functions, and providing assistance whenever needed.

(3) In addition to serving on and supporting the EEO Advisory committee, he/she also promotes the EEO Program and it's objectives in the work environment and in the local community.

2. EEO award nominations should be submitted during the month of September, directly to the EEO office, Civilian Human Resources Office - East, Building 80, (Attention: Deputy EEO Officer). Questions may be directed to the Deputy EEO Officer at 466-3778.

3. A panel compromised of representatives from the Air Station EEO Office, Military Equal Opportunity Office, and members of the EEO Advisory Committee will review the nominations for conformance with established guidelines and recommend nominees in each category to the Chief of Staff for final approval. Award winners and nominees will be recognized at the Annual EEO Awards Luncheon.

ENCLOSURE (1)

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SAMPLE NOMINATION FORMAT

1. NAME OF NOMINEE:
2. TITLE, SERIES AND GRADE:
3. ORGANIZATIONAL TITLE, IF DIFFERENT:
4. OFFICE CODE AND TELEPHONE NUMBER:
5. NARRATIVE JUSTIFICATION:

TOTAL YEARS OF FEDERAL SERVICE:

LENGTH OF SERVICE AT MARINE CORPS AIR STATION, CHERRY POINT:

WORK EXPERIENCE OTHER THAN CURRENT EMPLOYMENT:

EDUCATION:

ON-THE-JOB EEO INVOLVEMENT/ACCOMPLISHMENTS:

COMMITTEE MEMBERSHIP:

COMMUNITY SERVICE:

VOLUNTEER SERVICE:

6. COMMENTS BY NOMINATING PARTY/PARTIES:

NAME OF INDIVIDUAL SUBMITTING NOMINATION	TITLE
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SIGNATURE OF INDIVIDUAL SUBMITTING NOMINATION	TITLE
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(NOTE: THIS FORM IS THE MINIMUM INFORMATION REQUIRED, HOWEVER,
SAMPLE MAY BE MODIFIED TO ENHANCE COMMENTS, ETC.)

ENCLOSURE (2)